

# Transfer of Youth to/from the Rhode Island Training School (RITS)

Rhode Island Department of Children, Youth and Families  
Division of Juvenile Correctional Services: Training School and Detention Center

**Policy: 1200.1620**

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The Department has established a policy to ensure a smooth transition for youth entering the Rhode Island Training School (RITS) who have been involved with the Department prior to sentencing and for youth leaving the RITS who are in need of ongoing Departmental services from Probation/Parole or a Family Services Unit (FSU) upon discharge. This process requires that all involved staff and service providers work cooperatively to share information and plan for the effective treatment and discharge of the youth in a timely manner. The assigned worker must enter all necessary information into the Rhode Island Children's Information System (RICHIST) prior to ending assignment to the case and transferring responsibility for the youth.

For a youth held on detention status at the RITS, primary responsibility is not transferred but remains with the FSU caseworker or Probation/Parole officer. The assigned RITS clinical social worker is provided with pertinent information concerning the youth.

When a youth active with another division of the Department is sentenced to the RITS, the youth is closed to that division and primary responsibility for the youth is transferred to the RITS. In certain situations, the FSU caseworker will remain active while the youth is under sentence at the RITS. When a youth with a legal status of commitment or legal guardianship with the Department is sentenced to the RITS for three (3) months or less or, in the exceptional situation when continued involvement from Family Services is required, the FSU caseworker will remain active as the secondary worker and will retain casework responsibilities for the youth.

Preparation for a youth's reintegration into the community begins when he or she first enters the Training School. Training School staff are responsible to ensure that the youth has an appropriate living situation and to arrange for the provision of appropriate educational and treatment services upon a youth's discharge. If the youth will require a placement resource from the Department following discharge, the clinical social worker must obtain appropriate legal status prior to placement.

Sufficient notice must be provided to Family Services or Probation/Parole if a youth will require continued Departmental services upon discharge from the Training School. The Director of Clinical Services or his or her designee will notify by letter the Parole Unit supervisor of the transitional planning meeting that is held six (6) weeks prior to the end of a youth's sentence and will also provide subsequent notification fifteen (15) working days prior to the discharge of a youth who will be under the supervision of Probation/Parole. The Director of Clinical Services or his or her designee will provide notice, at least forty-five (45) days prior to discharge, to the FSU supervisor for a youth whose family is currently active with Family Services and to the Case Record Transfer Officer for all other youth requiring continuing Departmental involvement. The assigned FSU caseworker or Probation/Parole officer will subsequently contact the appropriate clinical social worker at the RITS. The RITS will forward copies of medical, educational, psychiatric and psychological reports not available in RICHIST to the assigned Probation/Parole officer or FSU caseworker within three (3) working days.

## **Related Procedures**

[Youth Held on Detention Status](#)

Youth Sentenced to the RITS

Youth Released from RITS in Need of Continued Services - Planned Release to Probation

Youth Released from RITS in Need of Continued Services - Planned Release to Family Services

Youth Released from RITS in Need of Continued Services - Unplanned Release

**Related Policy**

Transfer and Dual Supervision of Youth by Juvenile Probation and Family Services

## **Youth Held on Detention Status**

### **Procedure From Policy 1200.1620: Transfer of Youth to/from the Rhode Island Training School (RITS)**

- A. The Shift Coordinator at the RITS is responsible to notify via electronic or telephone message the FSU caseworker /Probation or Parole officer and appropriate supervisor on the day that a youth is detained if he/she is active in another division of the Department.
- B. FSU caseworker/Probation or Parole officer remains the primary worker with the youth throughout his/her detention. The primary worker maintains primary case responsibility for the youth in detention, including responsibility for placement referrals, attendance at court hearings, etc.
- C. The FSU caseworker/Probation/Parole officer and the clinical social worker are all responsible to update RICHIST as needed.
- D. Active FSU caseworker/Probation/Parole officer provides assigned RITS clinical social worker with pertinent information concerning the youth, if not available in RICHIST, within three (3) working days of notification of a youth's detention. Information may be provided verbally and copies of reports and evaluations not available in RICHIST are forwarded to the assigned RITS clinical social worker.

## Youth Sentenced to the RITS

### Procedure From Policy 1200.1620: - Transfer of Youth to/from the Rhode Island Training School (RITS)

- A. FSU caseworker/Probation/Parole officer contacts the assigned clinical social worker within one (1) working day of sentencing to verbally exchange critical information.
- B. FSU caseworker or Probation/Parole officer forwards appropriate information from the hard copy family case record that is not available in RICHIST to the Director of Clinical Services or his/her designee at the RITS within three (3) working days of sentencing.
  - 1. The family record is then forwarded to the Record Center if the youth sentenced to the RITS is the only active child in the family. If other siblings are active with the Department, copies of those portions of the record pertaining to the sentenced youth will be forwarded to the RITS. The family record remains with Probation/Parole officer or caseworker.
  - 2. Pertinent materials that are forwarded if not available in RICHIST include the following:
    - a. Copy of birth certificate and social security card
    - b. Legal petitions
    - c. Medical reports
    - d. Educational reports
    - e. DAS evaluations or other psychiatric/psychological evaluations
    - f. Discharge/reason for transfer summary
- C. The information is forwarded to FSU supervisor/Probation/Parole supervisor for review. The information is then sent to the Director of Clinical Services or designee at the RITS, who forwards it to the assigned clinical social worker.
- D. A consultation between the Probation or Parole officer/FSU worker and the clinical social worker must occur within ten (10) working days of sentencing.
  - 1. The Probation or Parole officer/FSU worker initiates the contact with the clinical social worker and/or supervisor.
  - 2. Consultation must be in person or by telephone.
  - 3. If Probation or Parole officer/FSU worker and the clinical social worker are not able to complete the consultation, the respective supervisors are responsible to complete the consultation within the ten (10) day time frame.
- E. Director of Clinical Services schedules an Individual Treatment Plan meeting on the youth within thirty (30) calendar days of sentencing. Invited to the meeting will be the youth's parent(s), unit manager, clinical social worker, clinical director or designee, school social worker, medical/clinical representative, school psychologist and the appropriate FSU caseworker/Probation/Parole officer.
- F. The assigned Probation/Parole officer or caseworker is responsible to ensure that all necessary information is entered in RICHIST prior to ending assignment to the case and transferring responsibility for the youth to the Training School (Refer to Policy 700.0100, Rhode Island Children's Information System (RICHIST)).
- G. In most situations, a youth with legal status on a dependency/neglect/abuse petition who is sentenced to the RITS retains legal status with the Department. The only exception is if the Department had intended to dismiss the petition because the circumstances that initiated the filing of the petition no longer existed.
- H. In the following limited situations, the FSU caseworker will maintain secondary responsibility for a youth sentenced to the RITS:

1. A youth with a legal status of commitment or legal guardianship with the Department who is sentenced to the RITS for three (3) months or less
  2. An exceptional situation when continued Family Services involvement is required while a youth is at the RITS. If the social service needs of a youth sentenced to the RITS for more than three (3) months indicate the need for continued FSU involvement while the youth is under sentence, the FSU worker or clinical social worker may request through the respective administrator that the FSU worker remain assigned to the case as the secondary worker.
- I. Occasionally, a youth is sentenced to the RITS, but is immediately placed on Temporary Community Placement (TCP) without spending any time under sentence at the RITS. In this situation, the following applies:
1. The active FSU worker or Juvenile Probation officer must immediately provide the youth's sentencing information to the Parole Unit supervisor by e-mail or telephone.
  2. For cases active in Probation, case responsibility may be transferred immediately to the Parole Unit. Record (both RICHIST and hard copy) is updated and forwarded to supervisor for approval and transfer to the Parole Unit supervisor.
  3. For cases active in Family Services, case responsibility may be transferred immediately to the Parole unit as long as the youth is sentenced for more than three (3) months and there is no need for dual supervision (refer to Policy 800.0000, Transfer and Dual Supervision of Youth by Juvenile Probation and Family Services).
    - a. Record (both RICHIST and hard copy) is updated and forwarded to supervisor for transfer.
    - b. If the family will remain active with Family Services or the youth requires dual supervision, the family record remains in Family Services and pertinent materials not available in RICHIST are copied and sent to the Case Record Transfer Office for transfer to the Parole Unit.
    - c. If the youth is the only active child in the family, the case record is forwarded to the Case Record Transfer Office for transfer to the Parole Unit.
- J. On the day that a Probation/Parole officer is notified that a youth on TCP is to be picked up and returned to the RITS, the Probation / Parole officer is responsible to send an electronic message to the cottage manager and clinical social worker of the Detention Center and the Director of Clinical Services with the following information:
1. Reason why youth is returning to the RITS
  2. Any medications that the youth is prescribed
  3. Whether it is a reasonable expectation that the youth may return to community placement

## **Youth Released from RITS in Need of Continued Services - Planned Release to Probation**

### **Procedure From Policy 1200.1620: Transfer of Youth to/from the Rhode Island Training School (RITS)**

- A. The Director of Clinical Services or his or her designee forwards to the Parole Unit supervisor a copy of the notification letter for a youth's transitional planning meeting three (3) weeks prior to the scheduled meeting. The transitional planning meeting is held at least sixty (60) days prior to a youth's discharge date.
  - 1. The Parole Unit supervisor forwards the letter to the appropriate Probation supervisor.
  - 2. The Probation/Parole supervisor or officer is encouraged to participate in the meeting if feasible.
- B. Fifteen (15) days prior to the end of a youth's sentence the clinical social worker will send an electronic notification to the Parole Unit supervisor with updated information regarding any modifications made to the discharge plan since the transitional planning meeting.
  - 1. The Parole Unit supervisor will forward the information to the Probation supervisor in the appropriate region.
  - 2. The Probation/Parole supervisor will assign a Probation/Parole officer within ten (10) working days.
  - 3. The assigned Probation/Parole officer will contact the clinical social worker within five (5) working days for a consultation.
  - 4. If there is a disagreement on the discharge plan that cannot be resolved on the worker level, the matter will be referred to the respective supervisors for resolution. If the matter cannot be resolved at that level, it will be forwarded to the next higher administrative level within the respective chains of command.
- C. It is the responsibility of the clinical social worker to ensure that the youth will have an appropriate living situation when he or she is released from the Training School.
  - 1. If the plan is for reunification with parent(s), the clinical social worker completes DCYF and BCI checks on adults in the home to ensure that it is safe for the youth to return home.
  - 2. If the youth will not return home and the youth or family has identified a relative or other specific placement, the clinical social worker must assess the appropriateness of the placement and whether or not the placement resource will require assistance from the Department in order to maintain the youth.
    - a. The clinical social worker completes DCYF and BCI checks on all adults in the home of the proposed placement.
    - b. If the placement resource is appropriate and the family will require financial, medical or other assistance from the Department to maintain the youth, the clinical social worker must ensure that appropriate legal status has been obtained prior to placement.
    - c. In the event the placement resource requests assistance from the Department to maintain the youth, the clinical social worker will work collaboratively with the Probation/Parole officer to initiate the licensing process in accordance with Department policy (refer to DCYF Policy 900.0020 Licensing of Foster Homes).
- D. If the youth will require a placement resource from the Department following discharge, the clinical social worker is responsible to ensure that appropriate legal status has been obtained prior to placement, including the filing of a dependency petition with Family Court when indicated.
  - 1. Referrals are made by the clinical social worker to appropriate community agencies or the Care Management Team three (3) months prior to discharge.

2. Clinical social worker will participate in any scheduled Care Management Team meetings.
- E. If no permanent placement has been secured by time of discharge, the clinical social worker will make referral to the Placement Unit.
- F. If the youth will be residing out-of-state, the clinical social worker must make a referral to the administrator of the Interstate Compact on Juveniles (Refer to DCYF Policy 800.0030, [Interstate Compact on Juveniles](#)). In the event that an adjudicated youth will be placed in a residential treatment center out of state, an interstate compact request must be made to the administrator of the Interstate Compact on the Placement of Children (refer to DCYF Policy 700.0060, [Interstate Compact on the Placement of Children](#)).
- G. The clinical social worker is responsible to place the youth, document the placement/living arrangement in RICHIST and ensure that the following documentation is completed and included in the record.
1. Application material
  2. Signed Medical Consent Authorization (#003)
  3. Emergency and Routine Medical Authorization (#004) for youth in placement delivered to the facility
  4. Copy of birth certificate or Social Security card if available
- H. The Youth Career Educational Center (YCEC) makes necessary arrangements for school placement with the appropriate school system and a copy of educational information and immunizations is provided to Probation.
- I. The Director of Clinical Services or his or her designee prepares the record for transfer to Probation within three (3) working days of youth's release.
1. Included will be all pertinent psychological, psychiatric, medical and educational information not available in RICHIST.
  2. Record is reviewed and hard copy record is forwarded to Probation/Parole supervisor.
- J. Upon release from the RITS, Probation officer assumes primary responsibility for the case.
- K. The assigned clinical social worker is responsible to ensure that all necessary information is entered in RICHIST prior to ending assignment to the case and transferring responsibility for the youth to Probation within one working day of a youth's release (refer to Policy 700.0100, Rhode Island Children's Information System (RICHIST)).
- L. If the clinical social worker believes that a youth released from the RITS is in need of dual supervision, he or she brings the request to the attention of the Clinical Director.
1. The clinical social worker utilizes the guidelines outlined for dual supervision in Policy 800.0000, Case Transfer and Dual Supervision of Youth by Juvenile Probation and Family Services to determine if such a recommendation is appropriate.
  2. Both the Clinical Director and the appropriate Regional Director for Family Services must approve such requests.
  3. If the respective administrators cannot agree, the request will be forwarded to the next higher administrative level within the respective chain of command to determine the necessity for dual supervision.
  4. The final determination must be made within five (5) working days of the initial request.

- M. If Probation believes that a youth released from the RITS is in need of dual supervision, Probation follows the procedure outlined in Policy 800.0000, [Case Transfer and Dual Supervision of Youth by Juvenile Probation and Family Services](#) to request that a Family Services caseworker be assigned.
- N. If the youth will have a court appearance within ten working (10) working days of release, the clinical social worker is responsible for preparing and submitting a court report that addresses the youth's behavior while at the RITS and discharge planning. The Probation officer will report on the youth's community adjustment and will cover the court hearing.



## **Youth Released from RITS in Need of Continued Services - Planned Release to Family Services**

### **Procedure From Policy 1200.1620: Transfer of Youth to/from the Rhode Island Training School (RITS)**

- A. The Director of Clinical Services or his or her designee is responsible for the following:
  - 1. Notification to Family Services at least forty-five (45) days in advance of the scheduled discharge date of a youth who will be released from the RITS not on Probation but in need of continued Family Services involvement.
    - a. For a youth with legal status whose family is currently active with Family Services, notification is sent to the assigned FSU supervisor/caseworker.
    - b. For a youth with legal status with no current Family Services involvement, notification is sent to the Case Record Transfer Officer.
    - c. For a youth with no legal status but in need of ongoing Family Services involvement, notification is sent to the Case Record Transfer Officer.
  - 2. Notification to Family Services of date and time of the final month's review at the RITS. Family Services is encouraged to attend this review.
- B. The Case Record Transfer Officer makes the RICHIST assignment of the case to the FSU supervisor in the appropriate region. Case Record Transfer Officer completes a search in RICHIST to learn if there is a family record and, if so, requests the record from the Record Center. If the case is listed by the child's name, the case name is now changed to the mother's name and notification of the name change is made by electronic mail to all staff assigned to the case.
- C. It is the responsibility of the clinical social worker to ensure that the youth will have an appropriate living situation when he or she is released from the Training School.
  - 1. If the plan is for reunification with parent(s), the clinical social worker completes DCYF and BCI checks on adults in the home to ensure that it is safe for the youth to return home.
  - 2. If the youth will not return home and the youth or family has identified a relative or other specific placement, the clinical social worker must assess the appropriateness of the placement and whether or not the placement resource will require assistance from the Department in order to maintain the youth.
    - a. The clinical social worker completes DCYF and BCI checks on all adults in the home of the proposed placement.
    - b. If the placement resource is appropriate and the family will require financial, medical or other assistance from the Department to maintain the youth, the clinical social worker must ensure that appropriate legal status has been obtained prior to placement.
    - c. In the event the placement resource requests assistance from the Department to maintain the youth, the clinical social worker will work collaboratively with the FSU worker to initiate the licensing process in accordance with Department policy (refer to DCYF Policy 900.0020 Licensing of Foster Homes).
  - 3. If the youth will require a placement resource from the Department following discharge, the clinical social worker is responsible to ensure that appropriate legal status has been obtained prior to placement, including the filing of a dependency petition with Family Court when indicated.
    - a. Referrals are made by the clinical social worker to appropriate community agencies or the Care Management Team three (3) months prior to discharge.

- b. Clinical social worker will participate in any scheduled Care Management Team meetings.
- D. If no permanent placement has been secured by the time of discharge, the clinical social worker will make referral to the Placement Unit.
- E. If the youth will be residing out-of-state, the clinical social worker must make a referral to the administrator of the Interstate Compact on Juveniles (refer to DCYF Policy 800.0030, [Interstate Compact on Juveniles](#)). In the event that an adjudicated youth will be placed in a residential treatment center out of state, an interstate compact request must be made to the administrator of the Interstate Compact on the Placement of Children (refer to DCYF Policy 700.0060, [Interstate Compact on the Placement of Children](#)).
- F. [The](#) clinical social worker is responsible to place the youth, document the placement/living arrangement in RICHIST and ensure that the following documentation is completed and included in the record.
  - 1. Application material
  - 2. Signed Medical Consent Authorization (#003)
  - 3. Emergency and Routine Medical Authorization (#004) for youth in placement delivered to the facility
  - 4. Copy of birth certificate or Social Security card if available
- G. The Youth Career Educational Center (YCEC) makes necessary arrangements for school placement with the appropriate school system and a copy of educational information and immunizations is provided to Family Services.
- H. The clinical social worker prepares the record for transfer to Family Services within three (3) days of youth's release. Included will be all pertinent psychological, psychiatric, medical and educational information not available in RICHIST.
  - 1. Record is forwarded to Clinical Director or designee.
  - 2. Record is reviewed and hard copy record is forwarded to FSU supervisor.
- I. Upon release from the RITS, FSU caseworker assumes primary responsibility for the case.
- J. The assigned clinical social worker is responsible to ensure that all necessary information is entered in RICHIST prior to ending assignment to the case and transferring responsibility for the youth to FSU within one (1) working day of a youth's release (refer to Policy 700.0100, Rhode Island Children's Information System (RICHIST)).
- K. If the youth will have a court appearance within ten (10) working days of release, the clinical social worker is responsible for preparing and submitting a court report that addresses the youth's behavior while at the RITS and discharge planning. The FSU worker will report on the youth's community adjustment and will cover the court hearing.

## **Youth Released from RITS in Need of Continued Services - Unplanned Release**

Procedure From Policy 1200.1620: Transfer of Youth to/from the Rhode Island Training School (RITS)

- A. Occasionally, the Family Court releases a youth from the RITS prior to completion of his or her sentence. In such instances, if the youth will need continued service or will retain legal status with the Department, the following will apply:
  - 1. The Director of Clinical Services or his or her designee will immediately notify by electronic mail and assign the case in RICHIST to the appropriate Parole supervisor, Family Services supervisor or Case Record Transfer Officer.
  - 2. The receiving supervisor will assign a FSU caseworker/Probation/Parole officer in a timely manner.
- B. If a youth requires placement following discharge from the RITS, the clinical social worker is responsible for the initial placement.
  - 1. The clinical social worker is also responsible to prepare the record for transfer to Probation in accordance with the specific processes outlined in sections C through L in the above procedure, Youth Released from RITS in Need of Continued Services – Planned Release to Probation.
  - 2. For a youth in need of Family Services involvement, the clinical social worker follows the processes outlined in sections C through J in the procedure, Youth Released from RITS in Need of Continued Services – Planned Release to Family Services.
- C. If a long-term placement is needed, the clinical social worker will make the referrals to community agencies and, if appropriate, the Care Management Team. Probation or Parole officer/FSU caseworker will work collaboratively with the RITS to assist with the placement process.